Printing

Quick printing

To quickly print a spreadsheet, click on the **Print Directly** icon on the Standard toolbar to send the entire spreadsheet to the default printer that is defined for your computer.

> ✅ **Note**
>
> You can change the action of the **Print Directly** icon to send a document to the printer defined for the document instead of the default printer for the computer. Go to **Tools > Options > Load/Save > General** and select the **Load printer settings with the document** option.

> ℹ️ **Tip**
>
> The initial default when you first install LibreOffice is for the **Print Directly** icon not to appear on Calc's Standard toolbar. However, you can enable its display by following the instructions given in Chapter 14, Setting up and Customizing.

Controlling printing

For more control over printing, select **File > Print** on the Menu bar, or click the **Print** icon on the Standard toolbar, or press *Ctrl+P*, to open the Print dialog (Figure 193).

> ✅ **Note**
>
> The options selected on the Print dialog apply to this printing of this document only.
>
> To specify default printing settings for LibreOffice, go to **Tools > Options > LibreOffice > Print** and **Tools > Options > LibreOffice Calc > Print**. For details, see Chapter 14, Setting up and Customizing Calc.

The Print dialog has multiple tabs where you can choose a range of options, as described in the following sections. Depending on your computer's operating system, the number of tabs and the layout of each tab may be different from the illustrations shown in this chapter. On some installations, a **More Options** button is provided in the Print dialog.

The Print dialog includes a **Preview** checkbox which enables you to turn on/off a preview of how your data will appear on the printed page. The preview appears on the left hand side of the dialog. Adjacent controls allow you to navigate through multiple pages.

General tab

On the *General* tab of the Print dialog (Figure 193), you can choose from the following options:

- **Printer**
  - Select the printer to use, from the list of those available.
  - Press the **Properties** button to change any required settings of the selected printer. The options available through this interaction will depend on your printer and system.
- **Range and Copies**
  - Select which sheets and pages to print; single or double sided printing; the number of copies to print; whether to collate multiple copies; and the page order for printing. (See "Selecting what to print" on page 223.)